

CODE OF CONDUCT FOR ADVISORY BOARD AND COMMITTEE MEMBERS

The City Council of Greenbelt has a number of Advisory Boards and Committees which provide advice in subject areas from planning to the environment to senior issues. These boards and committees are comprised of Greenbelt citizens volunteering their talents and time to the community. Council greatly values the service of all advisory board and committee volunteers.

This code has been created to ensure that all board and committee members have clear guidelines for carrying out their responsibilities in their relationships with each other, City Council, staff and members of the public. All board and committee meetings are conducted in accordance with the Maryland Open Meetings Act.

- Individual Advisory Board and Committee members and the collective group will perform their duties in a professional and respectful manner.
- Members are to promote confidence in the integrity of the City of Greenbelt government and always act in the public interest and not in their private interest. Members should protect the reputation of their board or committee, its members, City Council and staff. They should not engage in any activity(s) that would bring the board or committee or the City into disrepute.
- Members will respect the limitations of their individual and collective authority. The role of the Advisory Board or Committee is to advise the City Council.
- Members will strive to respect and appreciate differences in approach and point of view, whether from their colleagues, City Council, staff or members of the public.
- Each member will participate in the group's discussions and work assignments without dominating the discussion or activity of the group.
- The board or committee chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The board or committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as minority opinions, should be recorded and acknowledged in the report to City Council.
- The agreement of an individual member of the board or committee must be obtained prior to the release of his or her personal member information obtained through the advisory board or committee membership.
- Members communicating in public on board or committee business must clarify that he or she is not speaking on behalf of the board or committee or the City, but as an individual, unless authorized to do so by the board or committee or the City.
- Members must indicate any conflicts of interest (i.e. property interest, business interest, etc.) that currently exist related to the board or committee they are applying for, and actively report future conflicts that arise during their service on the board or committee if appointed. Members should recuse themselves from discussions and votes on matters where they may have a conflict of interest.

It is the responsibility of members to attend all meetings to ensure that a quorum is present to conduct board or committee business. The Chair of the board or committee will maintain accurate attendance records. Council may remove an advisory board or committee member who misses, without being excused by the majority of the advisory board or committee, three consecutive meetings or more than 25 percent of the regular meetings during any calendar year.

VIOLATIONS OF THE CODE OF CONDUCT

Violations of one or more of the standards or requirements of this Code of Conduct may result in the immediate termination of a member's appointment to serve on an advisory board or committee. Additionally, any member may be removed by Council action based on Council decision that removal is in the best interests of the City. Members may be removed from any advisory board or committee by a majority vote of the City Council.

Acknowledged and Agreed to:

Signature: _____ Printed Name: _____

Advisory Group: _____ Date: _____